

REQUEST FOR PROPOSAL
PRODUCING AND DELIVERING THE
2010 IOWA ACTS AND THE 2011 IOWA CODE

REVISED PROPOSAL FORM C-1

Issued: ~~August 11~~ September 1 2010

Issued From:

Legislative Services Agency
State Capitol
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Director, Contract Management

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REQUEST FOR PROPOSAL (FORM C-1)

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I. GENERAL

- A. Parties.** The Legislative Services Agency (herein referred to as Agency) and West Publishing Corporation, d/b/a West®, a Thomson Reuters Business (herein referred to as the Contractor) are deemed to be parties to a contract yet to be executed for the production and delivery of the two publications.
- B. Key Terms:** This form uses the following terms:
- 1. Publication and Publications.** A publication means a single volume book associated with the 2010 edition of the Iowa Acts (herein referred to as "Acts") or all multiple volume books associated with the 2011 edition of the Iowa Code (herein referred to as the "Code"). For the Code, a publication includes a set of different books (statutory volumes set) combined with a correlating index book (statutory index volume). "Publications" means all single-volume books associated with the Acts or all multiple-volume sets of books associated with the Code.
 - 2. Paper.** The Acts and the Code contain the same regular cream-white page paper (herein referred to as "white paper." Each volume of a Code set also includes one signature of special pink page paper (herein referred to as "pink paper").
 - 3. Order.** An order is the total number of publications to be produced for and delivered without counting any additional publication produced as part of an overrun. This request for proposal provides two separate orders for books associated with the Acts and with the Code. The order for the Code includes two production schedules: (1) for the six statutory-volume sets and later (2) for the index volume.
- C. Purposes of this Form.** The Agency is not issuing a Request for Proposals (RFP), but intends to execute a contract with the Contractor. The primary purpose of this form is to describe changes to the contract for the production and delivery of the 2009 edition of the Acts and the 2009 edition of the Code, and to obtain information necessary in order to execute a new contract. The Agency is also reforming its production methods and operations which may affect how the publications are produced, appear, and are distributed. Therefore, a secondary purpose of this form is to request related information. *See Part III.* Finally, the form will be used to draft the contract. *See the Contract Form (C-2).* The third purpose is to verify information used in that process. *See Part IV.*
- D. Revised Appendices.** Attached is the Revised Appendices Form (C-3) which is based on appendices used by the parties for the past two years to produce the 2009 edition of the Iowa Acts and the 2009 edition of the Code. The language in the attached Appendices is highlighted to indicate changes. The Contractor is responsible for identifying any standard or specification in the Revised Appendices that it cannot meet, and notifying the Agency in a response. *See Part V.*
- E. Timeline.** The Agency requests a response to this Proposal Form by Wednesday, August 25 ~~Tuesday, September 7~~, and expects to execute a contract with the Contractor by Tuesday, September 4 ~~14~~.
- F. Communication to the Agency.** All communications regarding this RFP to the Agency must be addressed to both of the Agency's contact persons. A communication may be accomplished by telephone conversation, fax delivery, or e-mail to the Agency's contact person. *See Appendix F.*
- G. Revisions.** All revisions to the Proposal Form and the Appendices Form (C-3) issued August 11, are reflected by stricken language indicating deletions and underlined language indicating additions, except for language incorporated in response boxes. All revisions are highlighted in yellow.



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II. DESCRIPTION OF CHANGES AND ASSUMPTIONS

A. Production Standards. The production standards have changed from production standards required for the 2009 edition of the Acts and the 2009 edition of the Code. See *Appendix A*.

1. **Publication Order.** The Agency has decreased the number of publications ordered. For the Acts, the Agency is ordering 750 fewer books, and for the Code the Agency is ordering 1,600 fewer Codes.
2. **Page and Signature Count Assumptions.** For the Acts, it is assumed that a book will have approximately 96 fewer pages and three fewer signatures. For the Code, it is assumed that the statutory volumes set and the Index volume will have 2,944 more pages and 92 more signatures (with largest volume having 2,192 pages and 68 1/2 signatures). For the present, the Agency also assumes that the Index volume will contain the same number of pages and signatures, although the Agency is contemplating reducing the actual page count by more than 560 pages and 17.5 signatures.
3. **Paper Stock for Page Paper.** The stock paper is used to produce both white (cream-white) and pink book pages. In both cases, the Agency prefers the paper stock be manufactured with recycled material if the quality is comparable and the cost does not increase.

a. White Pages. In past years, paper stock produced for white page paper was manufactured by Fraser Papers Inc. and referred to by its brand name Custom Plus™. The basis weight of the white paper was #40. This was the paper used for all pages in the 2009 edition of the Acts and for the white pages in the 2009 edition of the Code. However, this paper stock cannot be used to produce the new editions of Acts or Code because of the increased number of pages and signatures due to production changes. The Agency assumes that the replacement paper stock will be is considering two types of papers stocks: Option #1 is manufactured by Domtar Corporation under the brand name Featherweight Opaque™ with a basis weight of #30 and Option #2 is Custom Plus™ with modified specifications including a basis weight of #30.

b. Pink Pages. The Agency assumes that the paper stock manufactured by International Paper Company and referred to as Springhill Opaque Offset will continue to be used to produce the pink pages, but at a lower basis weight or PPI. In both cases, the Agency prefers the paper stock be manufactured with recycled material if the quality is comparable and the cost does not increase. Note, the 2009 edition of the Acts and the white pages in the 2009 edition of the Code Supplement were produced using nonrecycled paper stock.

4. **Page Composition and Printing.** The page composition and printing standard and specifications for the Acts and the Code have changed.
 - a. **Acts.** For the Acts, the pages will continue to be composed in a single-column format corresponding to the 2009 edition of the Acts. The font type will be the same (Imperial BT). However, the image area will be reduced (from 5 1/2 X 9 1/8 inches to 5 1/2 X 9 inches).
 - b. **Code.** For the Code, the pages will be composed in both a single column and a double column format.
 - (1) **Statutory Volumes.** The Code will continue to have 16 titles distributed among six statutory volumes. The font type will be changed to be identical to the Acts (from Century Schoolbook to Imperial BT).



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[a] White Pages. The white pages will now also be composed in a single rather than two-column format to be identical with the Acts. Consequently, a page's image area is reduced from the image area produced in the 2009 edition of the Code (from 6 X 9 1/8 inches to 5 1/2 X 9 inches).

[b] Pink Pages. The pink pages will continue to be composed in a two-column format corresponding to the 2009 edition of the Code. Consequently, a page's image area will be reduced from the image area of the 2009 edition of the Code (from 6 X 9 1/8 inches to 5 1/2 X 9 inches).

(2) Index Volume. Both the white and pink pages will continue to be composed in a two-column format corresponding to the 2009 edition of the Index volume. Consequently, a page's image area will only be minimally reduced from the image area of the 2009 edition of the Code (from 6 X 9 1/8 inches to 5 1/2 X 9 inches).

B. Construction Standards. The construction standards have not changed from construction standard required for the 2009 edition of the Acts and the 2009 edition of the Code with limited exceptions. See *Appendix B*.

- 1. Sets of Assembled Pages.** Seven sets of assembled pages for the Acts will continue to be produced and delivered to the Agency. The number of sets of assembled pages for the Code will be reduced from 12 to seven.
- 2. Burst Binding.** The books associated with the Acts will continue to be burst bound. The books associated with the Code will no longer be Symthe sewn, but will also be burst bound.
- 3. Book Decoration.** The book decoration for the Acts will remain the same except as necessary to change information regarding the edition (e.g., the number of the General Assembly and the year). The book decoration for the Code will remain the same except as necessary to change information regarding the edition (e.g., year). Note, the font used on the cover of the Code will continue to be Century Schoolbook, even though the font used in page composition will be changed to Imperial BT (to match the Acts).

C. Delivery Standards. The construction standards have not changed from construction standards required for the 2009 edition of the Acts and the 2009 edition of the Code with limited exceptions. See *Appendix C*.

- 1. Sample Books.** Upon request, the Agency shall deliver the Contractor a copy of the 2009 edition of the Acts just as the Agency delivered the 2008 edition of the Acts to the Contractor as a sample. Upon request, the Agency shall also deliver the Contractor a copy of the 2009 edition of the Code just as the Agency delivered the 2005 edition of the Code to the Contractor as a sample.
- 2. Packaging (and Loading) Production Items and Books.** The packaging (and loading) requirements have not changed other than labeling cartons to indicate contents. For the Acts, a carton label must be changed to indicate the edition. For the Code, a carton label containing the statutory volumes and the Index volume must also be changed to indicate the edition.
- 3. Destination for Production Items.** Ms. Leslie Hickey will receive production items although her office has moved to the State Capitol. She may designate that All production items will be sent to Mr. Roger Karns at the Ola Babcock Miller Building, unless Ms. Leslie Hickey directs that production items be delivered to her.



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4. **Delivery Instructions — Destination for Books (Normal Delivery).** The Agency assumes that books associated with the Acts and the statutory-volume sets and the Index volumes associated with the Code will continue to be shipped to the same location according to the same conditions as part of normal delivery. However, the Agency is considering other options. *See Part III.*
 5. **Delivery Instructions — Shipping Destinations for Books (Special Delivery).** In 2009, 866 Acts and 908 Code Supplements were delivered to Iowa's eight judicial districts. For the Acts, 462 books were drop-shipped and 404 were mailed. For the Code Supplement, 490 books were drop-shipped and 418 were mailed. The Agency expects that approximately 440 Acts and 890 Codes will be delivered with approximately 50 percent being either drop-shipped or mailed. Assume those same numbers are valid, although the Agency expects to modify the information before the contract is executed. However, Also note, the Agency is considering other options. *See Part III.*
- D. **Liquidated Damages.** The provisions previously contained in the contract for the 2009 edition of the Iowa Acts and the 2009 edition of the Code have been simplified and incorporated in the Revised Appendices. *See Appendix E.*
- E. **Contact Information.** The contact information has changed from the contact information applicable to the 2009 edition of the Acts and the 2009 edition of the Code Supplement. *See Appendix F.*
1. **Replacement Alternative Contact Person.** Ms. Hickey will remain the primary contact person from the Agency. Mr. Karns is replacing Ms. Joanne Page as the alternative contact person for the Agency.
 2. **Change in Office.** Ms. Hickey has changed offices and is now located in the State Capitol Building.

III. BID INFORMATION

- A. **Bid Amount.** The bid amount is an estimate of the contract price assuming that an adjustment will not be made because a variable has changed and that a modification will not be made because all assumptions described in Part II and the Revised Appendices are correct. Break down the bid amount to account for the production and delivery of the Acts and the Code (assuming packaging and shipping). *See Appendix A.*



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Response Box 1

Bid Amount and Breakdown of Bid Amount Attributable to Production and Delivery of Publications

		Order	Page/ Signature Count	Bid Amount (Production Amount Plus Delivery Amount)		Bid Amount Broken Down				
				Featherweight Opaque™ #30	Custom Plus™ #30	Item		Amounts		
Publication	Acts	2,000	Pages: 2,624,000 Signatures: 82,000	\$ 26,460.00	\$ 25,517.00	Production	Total	Option #1	\$ 23,836.00	
								Option #2	\$ 22,893.00	
							Attributable to Paper Stock	Option #1	\$ 8,178.00	
								Option #2	\$ 7,226.00	
						Delivery	Total		\$ 2,624.00	
							Attributable to Normal Delivery (Shipped)		\$ 600.00	
							Attributable to Special Delivery	Shipped	\$ 1,650.00	
								Mailed	\$ 374.00	
	Code	4,150	Pages: 50,928,800 White: 49,999,200 Pink: 929,600 Signatures: 1,591,525 White: 1,562,475 Pink: 29,050	\$ 329,551.50	\$313,573.00	Production	Total	Option #1	\$ 308,942.50	
								Option #2	\$ 292,964.00	
							Attributable to White Paper Stock	Option #1	\$114,816.00	
								Option #2	\$98,822.00	
						Attributable to Pink Paper Stock		\$ 22,589.00		
						Delivery	Total		\$ 20,609.00	
							Attributable to Normal Delivery (Shipped)		\$ 11,700.00	
							Attributable to Special Delivery	Shipped	\$ 5,980.00	
Mailed	\$ 2,929.00									

B. Adjustments to the Bid Amount (Variables). The bid amount may be adjusted to account for a number of variables determined during the standard performance period for book production that cannot be calculated at the time the contract is executed. See Appendix A.



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1. **Replacement Pages.** The Agency may request the replacement of an occasional digital proof page to correct its appearance or text because of issues related to the Agency's preparation of the composed pages. The Agency assumes that the Contractor will continue to incur the first \$300 for replacing digital proofs of a publication. The Agency also assumes that an additional default amount charged to the Agency by the Contractor will continue to apply.

Response Box 2 Additional Amount for Replacing Digital Proofs

Verify that the Contractor is charging the same default amount for replacing an occasional digital proof page.		Yes	<u>X</u>
		No	_____
Publication	Amount Per Hour (after the first \$300.00)		Complete This Portion Only if Responding <u>No</u>
	Default Amount	Change	
Acts	\$75.00 based on 2009 edition of the Acts	\$ _____	
Code	\$75.00 based on 2009 edition of the Code Supplement	\$ _____	



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2. **Actual Signature Count.** The Agency is currently calculating the number of pages and signatures for the publications. The number of pages and signatures for the Acts is relatively fixed. The number of pages and signatures for the Code will need to be adjusted during the standard performance period for production. Assume the white paper stock ordered is Option #1, Featherweight Opaque™

Response Box 3

Base Price Adjusted Due to an Increase/Decrease in the Signature Count

	Signature Calculation	Number of Signatures	Amount	
			Per Publication	All Publications Per Order
Publication Acts	Unadjusted	41 Per Publication/ 82,000 Per Order	\$ <u>13.23</u> Base Price ÷ by No. of Ordered Books	\$ <u>26,460.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount Per Publication: \$ <u>0.23</u>	Increased Amount Per Order*: \$ <u>460.00</u>
		Each Additional Half	↑ \$ <u>0.12</u>	↑ \$ <u>240.00</u>
		Each Fewer Full	Decreased Amount Per Publication: \$ <u>0.23</u>	Decreased Amount Per Order*: \$ <u>460.00</u>
		Each Fewer Half	↑ \$ <u>0.12</u>	↑ \$ <u>240.00</u>
	Unadjusted	383.5 Per Publication/ 1,591,525 Per Order	\$ <u>79.41</u> Base Price ÷ by No. of Ordered Books	\$ <u>329,551.50</u> Base Price
Publication Code	Adjusted	Each Additional Full	Increased Amount Per Publication: \$ <u>1.06</u>	Increased Amount Per Order*: \$ <u>4,399.00</u>
		Each Additional Half	↑ \$ <u>0.53</u>	↑ \$ <u>2,199.50</u>
		Each Fewer Full	Decreased Amount Per Publication: \$ <u>1.06</u>	Decreased Amount Per Order*: \$ <u>4,399.00</u>
		Each Fewer Half	↑ \$ <u>0.53</u>	↑ \$ <u>2,199.50</u>

*Increase or Decrease in Amount Per Publication x Number of Publications Ordered (not counting any overrun)



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3. **Actual Number of Publications (Overrun).** The Agency will continue to adjust the base price specified in Response Box 1, or if necessary the adjusted base price specified in Response Box 2 or Response Box 3, to account for any number of up to 100 additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. The Agency assumes that the Contractor will continue to discount the base price for each publication produced and delivered as part of an overrun at the same default discount rate.

Response Box 4 Additional Amount for Adjusted Due to an Overrun

Verify that the Contractor is charging the same default discount rate due to an overrun.		Yes	<u>X</u>
		No	_____
Publication	Percentage Discount Rate		Complete This Portion Only if Responding <u>No</u>
	Default Discount Rate Per Publication*	Change	
Acts	25% based on 2009 edition of the Acts	_____ %	
Code	25% based on 2009 edition of the Code Supplement	_____ %	

* \$ _____ X _____ % X _____ = \$ _____
 *Base Price Per Publication Discount Rate No. of Overrun Price of Overrun
 (Adjusted for Change in Signature Per Publication Publications for All Additional Publications
 Count)

4. **Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During a standard performance period, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance period for the production and delivery of a supplementary pamphlet. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code will be in the same format as the Code. The Agency assumes all of the following: (a) the pamphlet will consist of one 32-page signature, (b) the Contractor will continue to recommend that a pamphlet be produced as a sticky-back supplement similar to a pocket part in which the signatures and tag card stock with an adhesive backing are side-stitched together and adhered to the inside back cover to the Acts or a Code volume designated by the Agency, (c) the pamphlet for the Code will not include pink pages, and (d) the Contractor will have an adequate supply of white paper stock used to produce the pamphlets, and (e) the paper stock ordered is Option #1, Featherweight Opaque™.



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Response Box 5

Base Price Adjusted Due to the Production and Delivery of a Supplementary Pamphlet

		Number of Signatures		Amount	
		Per Publication	Per Order	Per Publication	Per Order
Publication	Acts	1	2,000	\$ 0.58	\$ 1,160.00
	Code	1	4,150	\$ 0.42	\$ 1,743.00

C. Modifications to the Bid Amount. The bid amount may be modified to account for a number of variables to be determined prior to the execution of the contract. See Appendix A.

1. Page Paper. The Agency may accept alternative paper stock used in producing white pages which is equivalent to the default paper stock. If alternative paper stock is available, forward a sample sheet of the paper stock to the Agency with this completed form.

a. Recycled Paper Stock for White Pages. The Agency prefers paper stock used in the production of white pages to be manufactured with recycled content when the price is not more than five percent greater compared with paper stock manufactured with virgin material so long as it meets the specifications detailed in Appendix A. The 2009 edition of the Acts and 2009 edition of the Code Supplement were produced using nonrecycled paper stock.

Response Box 6

Alternative Paper Stock for White Paper

State whether the Contractor may obtain alternative paper stock and the percentage reduction in the unadjusted base price as calculated in Response Box 3 due to the selection of the paper stock. If alternative paper stock is available forward a sheet of the paper stock to the Agency with this completed form.	Acts/Code	Type	Available		Base Price Reduction	No. of Weeks to Receive Order
		In Stock	No	___	N/A	N/A
			Yes	___	\$ ___	N/A
		To Order	No	___	N/A	N/A
			Yes	___	\$ ___	___



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Response Box 7.6 Recycled Paper Stock for Page Paper

<p>The Agency prefers paper stock used in the production of white paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material so long as it meets the specifications detailed in Appendix A. Can the Contractor obtain recycled paper that satisfies this preference? If a qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.</p>					No	<u>X</u>
					Yes	_____
Acts/Code	Type	Percentage of Recycled Material	No. of Weeks to Receive Order	Base Price Reduction	Complete This Portion Only if Responding <u>Yes</u>	
	Preconsumer	_____%	_____	\$ - _____		
	Postconsumer	_____%	_____	\$ - _____		

b. Number of Weeks to Order Paper Stock. The Agency is always concerned about the time that it takes to order the paper stock for the production of the books. The paper stock used to produce the 2009 edition of the Acts and 2009 edition of the Code Supplement arrived approximately five weeks after the order.

Response Box 7 Paper Stock Order

State the number of weeks that the Contractor expects to receive paper stock after the date that a contract is executed with the Agency.	Publication	Type of Paper Stock	Options for Paper Brand	Number of Weeks to Order
	Acts/ Code	White Pages	Featherweight Opaque™ #30	<u>6-7 weeks</u>
			Custom Plus™ #30	<u>5 weeks</u>
	Code	Pink Pages		<u>3 weeks</u>

2. **Delivery and Storage.** The Contractor must package and ship (including loading and unloading) production items and publications to various locations and provide for communication with the Agency. See Appendices C-E. The Contractor has been required to deliver publications to the Agency at its Grimes Building location in Des Moines as part of normal delivery and to various locations within Iowa's eight judicial districts as part of special delivery.



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- a. **Subcontracting Option.** The Agency is now considering different delivery and storage options, including the Contractor storing and delivering publications as instructed by the Agency throughout a twelve-month period.

Response Box 8 Delivery and Storage Option

The Agency is considering subcontracting with the Contractor to store and mail the publications to all its customers throughout the course of a twelve-month period. At the end of the period, the Contractor would ship 200 copies of each publication to a location in Des Moines designated by the Agency and destroy the remaining publications.			Publications	Acts	Option Available	No	_____
					Yes	<u>X</u>	
					Additional Amount to Store and Deliver	\$ ____	Complete this Portion Only if Responding <u>Yes</u>
Destinations	Acts	Code	Publications	Code	Option Available	No	_____
Order	2,000	4,150			Yes	<u>X</u>	
Deliver	1,500	3,112			Additional Amount to Store and Deliver	\$ ____	Complete this Portion Only if Responding <u>Yes</u>
Ship to DSM	200	200					
Destroy	300	838					

*Pricing and plan for warehousing and delivery will be provided separately.

- b. **Special Delivery to Judicial Districts.** The Contractor has been required to deliver publications by shipping and mailing to locations in Iowa's eight judicial districts. The Agency is now considering requiring only shipping or only mailing of all publications to the Iowa judicial districts.

Response Box 9 Delivery to Iowa's Eight Judicial Districts

For the delivery of a hypothetical number of 500 Acts and 1,000 Codes to eight judicial districts, it is assumed that shipment or mail may be minimally less costly. Assume all delivery by shipment to eight locations or all delivery by mail to 130 locations, <u>as specified in Appendix C.</u> *See response box 14	Publication	Acts	By Shipment	\$ ____
			By Mail	\$ ____
		Code	By Shipment	\$ ____
			By Mail	\$ ____

IV. CONTRACTOR PERFORMANCE INFORMATION

- A. **Production and Delivery Managers.** It is assumed that the Contractor will use the same production and delivery managers that the Contractor used to produce and deliver the 2009 edition of the Acts and the 2009 edition of the Code Supplement. The production and delivery managers are responsible for day-to-day operations, and are available for consultation by the Agency. See *Appendix F*.



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Response Box 10 Production and Delivery Managers

Verify that the Contractor is using the same production and delivery managers.				Yes	<u>X</u>
				No	___
Facts	Managers		Change		Complete This Portion Only if Responding <u>No</u>
	Primary	Secondary	Primary	Secondary	
Name	Paul O'Neill	Beth Riege			
Title	Account Rep	Account Rep.			
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123			
Tele.	(651) 687-6139	(651) 848-4196			
Fax	Not applicable	Not applicable			
E-Mail	Paul.o'neill @thomsonreuters.com	Beth.riege @thomsonreuters.com			
Pager	(612) 622-6513	(612) 621-2303			

B. Subcontractors (Delivery). It is assumed that the Contractor will use the same subcontractors that the Contractor used to produce and deliver the 2009 edition of the Acts and the 2009 edition of the Code Supplement.

Response Box 11 Subcontractor Information

Verify that the Contractor is using the same courier for the delivery of production items and the same freight company for the delivery of the Acts and Code.			Yes	<u>X</u>
			No	___
Delivery Items	Subcontractor Information	Change	Complete this Portion Only if Responding <u>No</u>	
Courier Production Items	United Parcel Service of America			
Freight Books	King Solutions Inc.			



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- C. Contract Managers.** It is assumed that the Contractor will use the same contract managers that the Contractor used to produce and deliver the 2009 edition of the Acts and the 2009 edition of the Code Supplement. The contract manager for the Contractor is authorized to discuss any issue relating to the interpretation of a provision of the Contract Form (C-2). See Appendix F.

Response Box 12 Contract Managers

Verify that the Contractor is using the same contract managers.				Yes	<u>X</u>
				No	___
Facts	Managers		Change		Complete This Portion Only if Responding <u>No</u>
	Primary	Secondary	Primary	Secondary	
Name	Jackie Wrolstad	Ellen Gillespie			
Title	Contract Administration Specialist	Director, Contract Management		Senior Director, Customer Contract Management	
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123			
Tele.	(651) 848-3623	(651) 687-5888			
E-Mail	Jackie.wrolstad@thomsonreuters.com	Ellen.gillespie@thomsonreuters.com			

- D. Authorized Negotiating Representative.** It is assumed that the Contractor will use the same authorized negotiating representative that the Contractor used to produce and deliver the 2009 edition of the Acts and the 2009 edition of the Code Supplement. It is assumed that the authorized negotiating representative may negotiate and execute a contract or any amendments to the contract on behalf of the Contractor based on this Proposal Form.

Response Box 13 Authorized Negotiating Representative

Verify that the Contractor is using the same authorized negotiating representative.			Yes	<u>X</u>
			No	___
Facts	Representative	Change	Complete This Portion Only if Responding <u>No</u>	
Name	Ellen Gillespie			
Title	Director, Contract Management	Senior Director, Customer Contract Management		



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V. CONCLUSION

- A. **Revised Appendices.** The Contractor must review the **Revised** Appendices and verify that it can comply with all standards and specifications applicable to the Contractor.

Response Box 13 Compliance

Verify that the Contractor is prepared to comply with all standards and specifications stated in the Revised Appendices.		Yes	<u>X</u> *
		No	___
Explanation of Any Reservations	*Section II. Description of Changes and Assumptions, A. 3. B. and Appendix A Table A-2 Per the paper mill, the Springhill Opaque Pink Offset is not manufactured at a lower basis weight than 50#. West proposes a 50# Springhill Opaque Pink Offset.	Complete This Portion Only if Responding <u>No</u>	



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- B. Additional Comments.** The Contractor may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.

Response Box 14 Additional Comments

Delivery to Iowa's Eight Judicial Districts (Response Box 9)

Per discussions with Doug, in order to provide the estimated costs required in Response Box 9, West would require the specific quantities and addresses for mailing. The understanding of Response Box 9 is to complete a comparison for mailing various quantities of books (Acts and Codes) to various addresses within the districts vs. bulk shipping books directly to one address for each of the eight judicial districts. Per our discussion, because the Appendix C provides a breakdown of addresses and quantities for the 1st, 3rd, and 5th Judicial Districts, West will provide a comparison of mailing vs. shipping for the 1st, 3rd, and 5th Judicial Districts. The quote is an estimate based on the quantities and addresses outlined in Appendix C Table C-6, C-7, and C-8.

ACTS		
Judicial District	Mailing	Shipping
1st (50703)	\$104.41	\$261.00
3rd (51101)	\$105.46	\$234.00
5th (50309)	\$164.65	\$405.00

CODE		
Judicial District	Mailing	Shipping
1st (50703)	\$769.80	\$873.60
3rd (51101)	\$783.22	\$873.60
5th (50309)	\$1,375.81	\$1,372.80




REQUEST FOR PROPOSAL (FORM C-1)

PROPOSAL FORM 2010 IOWA ACTS & 2011 CODE

VI. AUTHORIZED SIGNATURE

A person authorized by the Contractor must sign and date this **revised** proposal for both publications. The signed **revised** proposal as submitted to the Agency shall bind the Contractor to the terms and conditions of this **Revised** Proposal Form for 30 days from the date of signing.

Response Box 15 Signature of Authorized Representative

 Signature	<u>Senior Director,</u> <u>Customer Contract Management</u> Title	<u>9/10/2010</u> Date
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